

DEPARTMENTAL MEETING

8/10/2021

The departmental meeting of Biotechnology Department held under chairmanship of Departmental in-charge Sri G.P. Chakravarthi to discuss the following Agenda

AGENDA:

1. Sri G.P. Chakravarthi assumed an an In-charge of Department of Biotechnology
2. Allotment of the workload for the on-going II and IV semesters.

In the Department meeting held on 8/10/21 at 11:00 ^{AM} in the Biotechnology Department and discussed on the agenda mention above and resolve the following unanimously.

1. Sri G.P. Chakravarthi has taken the responsibility of the Department of Biotechnology as an In-charge from 07/10/2021
2. It is resolved to distribute the workload among the faculty members in the department in the following manner

S.NO	TITLE OF PAPER	THEORY	PRACTICAL
1.	PAPER-II	G.P. Chakravarthi	G.P.C / G.N.V. SATISH
2.	PAPER-III	G.P. Chakravarthi	G.P.C / G.N.V.
3.	PAPER-IV	G.N.V. SATISH	G.P.C / G.N.V.

3. It is further resolved to request the Principal Sir to Provide the lab space for the Undergraduate Biotechnology course as there is no separate lab space till now.

G.P.U. ~~15/10/21~~
Lecturer In-Charge 8/10/21

Signature of Departmental members

1) G.N.V. SATISH - G.N.V. 

DEPARTMENTAL MEETING

17/11/21

The Departmental meeting of Biotechnology Department held under chairmanship of department In-charge Sri G.P. Chakravarthi to discuss the following Agenda.

AGENDA:

1. Res to discuss the Action Plan about the BOS meeting that is to be conducted.
2. To send the appointment letters to the BOS nominee
3. Completion of Syllabus to the upcoming II sem examination
4. To attend the admission duties allotted to the respective faculty members of Department

In the department meeting held on 17/11/21 at 12:00 noon in the Biotechnology department and discussed on the agenda mentioned above and resolve the following Unanimously.

1. It is in resolve to conduct the BOS meeting on 22/11/2021 for the academic year 2021-22 subjected to availability of university nominee
2. It is resolved to send appointment letters to the BOS nominee appointed by A&NU
3. It is also resolved to complete the remaining

syllabus for the II semester students for the semester end examination.

4. It is also resolved to certify the records for the II semester practical examinations.

5. It is resolved to attend the administrative duties as per the Proceedings given by the Principal.

G. P. d. ^{the}
Lecturer In-charge ^{19/11/21}

Departmental members

1) G. N. V. SATHI - G. N. V. 

DEPARTMENTAL MEETING

14/12/2021

The Departmental meeting of Biotechnology department held under Chairmanship of Departmental in Charge Sri G.P. Chakravorty to discuss the following agenda.

AGENDA:

1. Listing out the Instruments required for Biotechnology laboratory
2. Sending a request letter to Purchase Committee regarding the Purchase of above lab Instruments.

In the Department meeting held on 14/12/2021 at 12:00 noon in the Biotechnology Department and discussed on the agenda mentioned above and resolve the following Unanimously

1. It is resolved to Prepare the list of instrument to be Purchased for the Biotechnology laboratory.
2. It is resolved to Purchase the instruments for the amount of 2 lakh Rupees as directed by the Principal.
3. It is resolved to send the request letter to the purchase committee in order to

take the necessary action for calling up the quotations for below mentioned Instruments.

Sl. NO	EQUIPMENT DESCRIPTION	MAKE
1	Digital pH meter with combined electrode	Systromica
2	Digital Colorimeter	Systromica
3	Water bath - rectangular	KEmI
4	Electronic digital balance - 10mg sensitivity	
5	Deep Freezer - Horizontal model - 20°C - 200Hr	Blue Star
6	Laminar Air Flow cabinet - 3'x2'	KEmI
7	Micro tips - 0.2-10 µl 2-200 µl, 200-1500 µl	Tarrom
8	Wall mount - distillation unit	KEmI

G.P. el th
Lecturer In-charge 14/12/24

Departmental members

1. G.N.U. SATISH - G.N.U. 14/12/24

DEPARTMENTAL MEETING

6/1/2022

The Departmental meeting of Biotechnology Department held under Chairmanship of Departmental in charge Sri G.P. Chakravarthi to discuss the following agenda.

AGENDA:

1. Purchase of stationary and other necessities for the Autonomy visit from the advance amount of Rupees 5000/- given by Principal.
2. Discussion on commencement of classes and allocation of papers for III semester.

In the Department meeting held on 6/1/2022 at 4.00pm in the Department of Biotechnology and discussed the agenda mentioned above and resolve the following unanimously.

1. It is resolved to Purchase the stationary items required for upcoming UCI expert committee visit from 3rd week of Feb.
2. To Purchase sign boards, name plates and flexes for Beautification of Department for the upcoming expert committee visit.
3. It is resolved to commence classes for III semester students as per the academic calendar

H.Q. is resolved to distribute Papers of
III sem in the following manner among the
 faculty members.

S.NO	TITLE OF PAPER	THEORY	PRACTICAL
1.	PAPER- <u>III</u> Immunology & rDNA Tech.	G.P. Chakravarti	G.P.C./G.N.V.
2.	PAPER- <u>III</u> Molecular Biology {Microbiology}	G.N.V. SATISH	G.N.V.

G.P. Chakravarti
 Lecturer In-charge 6/1/2022

Departmental members

1. G.N.V. SATISH - G.N.V. ~~AP~~

DEPARTMENTAL MEETING

14/02/22

The Departmental meeting of Biotechnology Department held under chairmanship of Departmental in charge Sri G.P. Chakravarthi to discuss the following agenda.

AGENDA:

1. It is resolved to complete the remaining work for the upcoming expert committee visit.
2. To motivate the students to celebrate the science day.
3. To discuss on commencement of class work and allocation of papers for semester.

In the Department meeting held on 14/02/22 at 4.00PM in the Biotechnology Department and discussed the agenda mentioned above and resolved the following unanimously.

1. It is resolved to complete the remaining Departmental work for the upcoming UGC Expert Committee visit.
2. It is resolved to motivate the students to prepare scientific models, charts for science day celebrations.

3. It is resolved to commence classes for VI semester students as per the academic calendar.

4. It is resolved to distribute papers of I sem in the following manner among the faculty members.

S.NO	TITLE OF PAPER	THEORY	PRACTICAL
1.	PAPER-VII Biostatistics	G.P. Chakravarti	GPe/GNV
2.	PAPER-VIII A PLANT AND ANIMAL TISSUE CULTURE	G.P. Chakravarti	GPe/GNV
3.	PAPER-VIII B INDUSTRIAL BIOTECHNOLOGY	G.N.V. SATISH	GPe/GNV.
4.	PAPER-VIII C ENVIRONMENTAL BIOTECHNOLOGY	G.N.V. SATISH	GPe/GNV.

G.P. Chakravarti
Lecturer In-charge

Departmental members

1) G.N.V. SATISH - GNV.

DEPARTMENTAL MEETING

15/3/22

The Departmental meeting of Biotechnology Department held under Chairmanship of Departmental in charge Sri C.P. Chakraborti to discuss the following agenda.

AGENDA:

1. TO request Principal Sir to Provide the Lab Space for the Biotechnology Laboratory.
2. TO Prepare an Indent of list of chemicals required for Biotechnology Lab.
3. TO Prepare a Proposal for the Industrial visit for the final year students.

In the Departmental meeting held on 15/3/22 at 4:00 PM in the Biotechnology Department and discussed the agenda mentioned above and resolve the following unanimously.

1. It is resolved to request The Principal Sir to Provide a Suitable Lab Space for the Biotechnology lab to conduct the Practical for UG Biotechnology students. It is further requested to Provide Room no-64 as Lab.

2.

2. It is also resolved to Prepare an Indent of list of chemicals required for Practical of UG Biotechnology students.

3. It is further resolved to prepare a Proposal for the Industrial visit to Biofertilizers Laboratory located at Samalkot.

4. It is also resolve to send a request to the Agricultural officer, Biofertilizers Laboratory to propose suitable dates for Industrial visit.

5. It is further resolved to request Principal sir to Grant an advance amount of Rupee 1500/- to meet the Expenses towards Industrial visit.

G.P. J. ^{15/3/22}
Lecturer In Charge

Departmental members:

1) C.M.V. SATISH - C.M.V. 

DEPARTMENTAL MEETING

28/4/22

The Departmental meeting of Biotechnology Department held under chairmanship of Departmental Incharge Sri C.P. Chakravarthi to discuss the following agenda.

AGENDA:

- 1) TO Submit the Vouchers regarding the Industrial tour expenses.
- 2) TO request Principal Sir to Provide necessary Infrastructure in the allotted Biotechnology Lab.
- 3) TO Prepare and submit the Bill's regarding the Purchase of chemicals.

In the departmental meeting held on 28/4/22 at 4:00PM in the Biotechnology Department and discussed the Agenda mentioned above and resolve the following unanimously.

1. It is resolved to submit the Vouchers of Expenditure of rupees 15,860/- towards the Industrial visit to Biofertilizer unit located at Samalkot, to office of Principal.

2. As Room No-64 is allotted to Department of Biotechnology ~~as~~ ^{for the} Biotechnology Laboratory, It is resolved to request Principal Sir, to ~~construct~~ make necessary arrangements

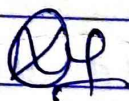
to construct work benches and other necessary
 amenities for the Proper functioning of
 Practical classes for UG BIOTECHNOLOGY Students.

3) It is also resolved to submit the
~~Bill~~ Bill to office of Principal to settle the
 amount regarding the Purchase of Chemicals.
 It is further resolved to enter these
 Stock into the Stock registers.

G.P.U. ^{Thu}
 28/4

Lecturer In-charge

Departmental meeting members:

1) G.N.V. SATISH - G.N.V. 

DEPARTMENTAL MEETING

13/5/22

The Departmental meeting of Biotechnology Department held under Chairmanship of Departmental Incharge Sri G.R. CHAKRAVARTHI to discuss the following agenda.

AGENDA:

- 1) TO conduct online classes during summer vacation Period.
- 2) TO attend the invigilation duties according to Invigilation schedule.
- 3) TO remind the students of final Year to complete their Project work on the date of re-openings.

In the departmental meeting on 13/5/22 at 10:30Am in the Biotechnology Department and discussed the agenda mentioned above and resolve the following unanimously.

1. It is resolved to conduct online classes to final semester students according to schedule during vacation Period. from 16/5/2022 to 7/6/2022
2. It is also resolved to attend the invigilation duties of Ist & IInd SEMESTER examination according to schedule given by the examination Cell.

3) Satish further resolved to Inform the students of final year to complete their Project work before the re-opening of the college.

G.P.U. ^{thru 12/5}
Lecturer In-charge

DEPARTMENTAL MEMBERS:

G.N.V. SATISH - G.N.V. Deo

DEPARTMENTAL MEETING

6/6/2022

The Departmental meeting of Biotechnology department held under Chairmanship of Departmental Incharge Sri G.P. CHAKRAVARTHI to discuss the following agenda.

AGENDA:

- 1) TO conduct the Practical Examination at the end of I and II SEMESTERS.
- 2) TO Initiate the Community Service Project for the I and II SEMESTER Students.
- 3) TO Commence the Community Service Project by going to respective near Village Secretaries.
- 4) TO complete the Syllabus for the III SEM Students and obtained Syllabus completion certificates from them.

In the departmental meeting on 6/6/2022 at 4:30 PM in the Biotechnology department and discussed the agenda mentioned above and resolve the following unanimously.

- 1) It is resolved to conduct Practical Examination of III SEM on 8/6/2022 and I SEM on 13/6/2022 as the following faculty acting as Examiners.

Sri G. P. CHAKRAVARTHI - Internal Examiner
G. N. V. SATISH - Skilled Assistant.

2) It is resolved to Initiate the community service Project by dividing the students of I and II BIOTECHNOLOGY under the mentorship of the following faculties according to Guidelines given by the APSHE and Academic cell of the college.

S.NO.	Name of the faculty	NO. of I sem Student allotted	NO. of II sem Student allotted
1.	G.P. CHAKRAVARTHI	10	09
2.	B. LAKSHMI	09	08
3.	G.N.V. SATISH	10	08

3) It is resolved to commence the community service Project by accompanying the students to the respective village secretariat as a mentor with the permission letter issued by Principal of the college.

4) It is further resolved to complete the syllabus for the VI semester students for the semester-end examinations to be conducted, and to obtain the syllabus completion certificate from them.

G.P.-d. th 5/6/22
Lecturer In-charge

DEPARTMENTAL MEMBERS:

1) G.N.V. SATISH - G.N.V. 